



# JOB OPPORTUNITY

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**Announcement Number:** 06-522  
**Position Title:** Project Manager  
**Series and Grade:** PG-0301-13  
**Salary Range:** \$77,353 - \$100,554 PA  
**Promotion Potential:** None  
**Opening Date:** 09/08/06  
**Closing Date:** 10/06/06  
**Location of Position:** Customer Services  
Digital Media Services  
**Number of Openings:** One  
**Type of Appointment:** Permanent (Career or Career-Conditional)  
**Work Schedule:** Full Time (Shift 1)  
**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent serves as the Project Manager in the Digital Media Services of Customer Services in the Government Printing Office. Performs tactical management of designated projects (procured, in-house developed, or mixed) of a highly complex nature to ensure goal and objective accomplishments. Defines the project scope, requirements, and deliverables, and directs, integrates, and executes all aspects of assigned projects within approved cost, schedule, and performance baselines. Develops project goals, works plans, timelines, implementation strategies, and evaluation methods. Negotiates and communicates with external vendors when necessary and develops and implements strategies to encourage new business awareness and identify project partners. Documents and maintains the assigned project plans using approved project-tracking software. Facilitates project team communication which includes conducting project status review meetings and post-completion project review meetings. Provides project progress and exception reports to the supervisor, who is the Director of Digital Media Services.

## **QUALIFICATIONS NEEDED:**

All qualification requirements must be met by the closing date of this announcement.

Applicants must possess 52 weeks of specialized experience equivalent to the PG-12 level. Specialized experience is experience that demonstrates the use of comprehensive knowledge of a

**range of up-to-date project management methods and practices sufficient to provide leadership on designated projects that involve integrating applications in order to automate business processes.**

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics (KSAOs) required for this position:**

- 1. Skill in using the latest web application development technologies.**
- 2. Skill in managing software projects using the most up-to-date project management skill sets and tools.**
- 3. Ability to present ideas, conclusions and recommendations persuasively and in an effective manner both orally and in writing to diverse groups and organizations at all levels.**
- 4. Skill in marketing web services to internal and external customers.**
- 5. Knowledge of cutting-edge software development and practices.**

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3: Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

**Equal Employment Opportunity:** GPO is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us and the decision on granting reasonable accommodation will be on a case-by-case basis.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Human Resources Operations  
Frances Cowles  
Phone: (202) 512-2010, Ext. 31878  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family’s needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts,

annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**